FURTHER EDUCATION

policy
guidelines
procedures

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Alberta
ADVANCED EDUCATION

FURTHER EDUCATION
POLICY, GUIDELINES AND PROCEDURES

The Government of Alberta is committed to providing opportunities for Albertans to develop their diverse individual capabilities and to providing high quality services for Albertans. Through the promotion of adult participation in a coordinated program of further education activities in this Province, the Government seeks to encourage public participation in educational decision making on a local and regional basis.

Alberta Advanced Education acts in the belief that there should be the opportunity for each Alberta resident to participate in further education. Further education constitutes planned educational experiences designed to be integrated on a part-time basis into the ongoing life styles of adults as part of a system of recurrent education.

The Further Education Policy of Alberta Advanced Education endorses the concept that the primary purpose of further education programming must be to fulfill the further education needs of adult Albertans. The Policy recognizes that a variety of agencies, institutions and Government Departments have roles in providing further education programs, and that they require operational flexibility to meet diverse adult learner needs.

Access to life-long learning is necessary to enable Albertans to better understand and cope with changing social and economic conditions, as well as contribute to an overall improvement in the quality of life in the Province.

The Policy, Guidelines and Procedures which follow are designed to enable Albertans to attain these ends.

POLICY

> The Department of Advanced Education will facilitate involvement in further education by adult Albertans, and encourage systematic inter-agency communication, co-operation and coordination in further education programming.

1. Advanced Education assumes a role in the coordination of publicly supported further education programs. The major function of a Local Further Education Council is to coordinate further education at the local level on an inter-agency basis.

2. Non-credit further education programs approved and coordinated at the local level may be eligible for funding by Advanced Education.

3. Non-credit further education roles of advanced educational institutions should be logical extensions of their roles for meeting the needs of credit students.

4. Advanced Education will encourage advanced educational institutions to facilitate access by further education students to credit courses.

5. Advanced educational institutions and school systems are encouraged to maintain an administrative capability for "providing" further education programs.

6. Advanced education institutions should continue to provide financial support for public service functions through their regular operating budgets.

7. Advanced Education encourages advanced education institutions to utilize the facilities provided for credit students, in meeting the needs of their non-credit further education students.

8. Advanced Education will encourage further education research, and the development and operation of special further education courses.

9. Advanced Education will encourage programming agencies to train volunteers to work in their further education programming activities.

10. Advanced Education encourages programming agencies to utilize local resource people in their further education programming activities.

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11. It is seen as desirable by Advanced Education that no interested Alberta citizen be deprived of the opportunity to participate in a further education program because of an inability to pay tuition or other participation costs.

12. Advanced Education encourages advanced educational institutions to work co-operatively with people in professions and occupations in the development and provision of continuing professional and career educational programs. Direct instructional costs for continuing professional/career education should be the financial responsibility of the practitioner and/or their employing institutions, agencies or organizations, except in extenuating circumstances. [1]

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[1] *This guideline is based on the assumption that professional people are relatively better able to pay such costs as a result of a large public investment in their initial training. Where such is not the case, exceptions to this policy may be considered, such as the retraining of people whose initial training is no longer in demand.*

1. The ultimate goal of a Local Further Education Council is to mobilize all resources to offer coordinated, comprehensive, meaningful courses of further education to adults in the community. A Local Further Education Council is not intended to assume the operation of any of its member agencies. A Local Further Education Council is intended to serve people within a region which may be defined by city, county or school division boundaries.

2. A Local Further Education Council is empowered to approve Non-credit Further Education Courses that:

   (a) comply with the Further Education Policy, Guidelines and Procedures and specifically comply with the definition of a Non-credit Further Education Course;

   (b) are sponsored by the Local Hosting Authority(ies) in good standing with the Local Further Education Council, and which can satisfactorily meet the course objectives within the overall mandate of the authority(ies) at a reasonable cost.

   (c) are not an unnecessary replication of another course.

3. The responsibility for the subject matter and quality of a Non-credit Further Education Course remains with the sponsoring Local Hosting Authority(ies).

4. Advanced Education will identify the maximum grant which may be claimed by Local Hosting Authorities directly or through each Local Further Education Council. These allocations will be based on funds available during any fiscal period and will take into consideration the level of activity proposed by Local Hosting Authorities, and the need to reduce regional disparities in services.

5. Non-credit Further Education Courses must be approved by a Local Further Education Council and Advanced Education prior to commencement.

6. Grants for <u>completed</u> Non-credit Further Education Courses may be paid to a Local Hosting Authority. The grants must be wholly applied to reduce the direct instructional costs of Further Education Courses and shall be paid:

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(a) to public agency and private agency Local Hosting Authorities up to $8.00 per course instructional hour for all Non-credit Further Education Courses that have the approval of a Local Further Education Council except as indicated in clauses (b) and (c) below;

(b) to Local Hosting Authorities, up to $16.00 per course instructional hour for Adult Basic Literacy, English or French as a Second Language, or Citizenship Non-credit Further Education Courses, provided such courses have the approval of the Local Further Education Council. English or French as a Second Language classes are expected to have new Canadians as students to qualify for grants under this section;

(c) to Local Hosting Authorities, on approval by the Local Further Education Council and Advanced Education up to $30.00 per course instructional hour for Special Non-credit Further Education Courses or courses on Community Problems.

7. The Chief Executive Officer, or designate, of a Local Hosting Authority shall apply to Advanced Education for the purpose of receiving grants. Grants for completed Non-credit Further Education Courses will be paid on submission of appropriate claim forms to Advanced Education at such time as required by the Department.

8. Grants for the operation of Local Further Education Councils may be paid to a Local Hosting Authority designated by a Local Further Education Council. The grant shall be:

(a) with the approval of Advanced Education, 20.5 cents per kilometer up to a maximum of $3,000.00 annually per council for travel costs related to round trip distances of more than 50 kilometers. Such travel costs must be associated with utilization of instructional personnel travelling more than fifty kilometers round trip to teach the course when no suitable instructional personnel are available locally.

(b) up to $1,500.00 per Council annually for administrative and joint advertising costs as documented by the Council.

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9. Support costs other than direct instructional costs, should be included and specifically identified in the regular operating budgets of Advanced Education Local Hosting Authorities, except School Boards.

   School Boards may claim an additional amoung equal to 15 percent of monies paid the Board under Section 5, for school sytem, administrative and advertising costs associated with offering further education courses. In lieu of the 15 percent cited above, a designated School Board may be paid a grant of up to $10,000.00 per annum for administrative costs associated with offering further education courses and for providing leadership and service to a Local Further Education Council as designated by Alberta Advanced Education.

10. Any board established under The Colleges Act may be paid a grant of up to $10,000.00 per annum for costs associated with providing leadership and service to a Local Further Education Council as designated by Alberta Advanced Education.

11. Where other sources of financing are not available, Local Hosting Authorities may make application to Advanced Education for grants on a project proposal basis for further education programs of a special nature. Such proposals must be examined by the Local Further Education Council if their impact is local, and may be subject to a recommendation for approval by the Minister's Advisory Committee on Further Education before final approval by Advanced Education.

12. A Local Hosting Authority may appeal an action of the Local Further Education Council; and Local Hosting Authorities or Local Further Education Councils may appeal departmental interpretations of this policy and its guidelines and procedures to the Minister, who may seek the advice of the Minister's Advisory Committee on Further Education.

DEFINITIONS

1. *A Non-Credit Further Education Course* for grant purposes means a course of studies which:

   (a) is offered on a non-credit basis;

   (b) has as its major and overriding purpose that of bringing about learning, as opposed to being primarily an opportunity to participate in or practice some activity previously learned;

   (c) constitutes a planned teaching-learning situation;

   (d) is non-sectarian in nature;

   (e) is directed to Alberta residents 18 years of age and over;

   (f) is designed to be open for attendance by any interested adult, and not specifically intended to maintain nor upgrade the competence of skilled workers or professional persons nor intended to train individuals or members of a club or organization for purposes of competition or presentation of performances;

   (g) is specifically intended for adults pursuing education on a part-time basis;

   (h) is offered on a non-profit basis;

   (i) is conducted according to a written course outline, held on file by a Local Hosting Authority;

   (j) is the responsibility of a Local Hosting Authority;

   (k) normally has an enrollment of at least eight adults;

   (l) has a duration of less than 100 instructional hours;

   (m) in cases where grants for English or French as a Second Language, Citizenship or Adult Basic Literacy Non-Credit Further Education Courses are claimed, the courses are taught by persons with qualifications such as a valid teaching certificate issued by the Alberta Department of Education or other qualifications acceptable to the Department of Advanced Education;

   (n) is not eligible for financing of instructional costs by other Provincial or Federal Government sources;

   (o) is open to audit in administration and conduct by Advanced Education.

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2. *Adult Basic Literacy Non-Credit Further Education Courses* mean courses designed to upgrade the academic skills of adult students to the equivalent of the grade nine level of competence.

3. *Citizenship Non-Credit Further Education Courses* for new Canadians mean courses designed to orient immigrant people to life in Canada.

4. *Community Problems Further Education Courses* mean courses which are intended to involve interested adults, regardless of economic means, in systematic study of community problems, subject to the following conditions:

   (a) the problem under study must be of such magnitude that it could potentially affect the majority of people in the community to which the problem applies, or the majority of people within an identifiable minority group in the community;

   (b) the course of study must be about a problem encompassing probable causes and reasonable solutions or it must treat in an objective way the desirability and feasibility of a possible solution to a problem;

   (c) any rate of tuition must be kept as low as possible to make it feasible for any interested person, regardless of economic means, to be involved in the study.

5. *Special Non-Credit Further Education Courses* are courses directed to people who cannot or ought not pay full or partial tuition. Such people may include senior citizens, people on social assistance, low income people, mentally or physically handicapped people, people who have not had the advantage of training to earn an income, people who are prepared to offer their skills at no cost as a result of training, rural people where sparse population and low course registration results in unreasonably high tuition costs, and the general public where the course is necessary to the well being or progress of society.

6. *English or French as a Second Language Non-Credit Further Education Course* means courses intended to provide basic proficiency in English or French as a second working language.

7. *Local Hosting Authority means:*

   (a) an Alberta public advanced education authority which has responsibilities for offering Further Education Courses to adults. This includes the Banff Centre, boards of governors of Alberta universities, boards of governors of Alberta public colleges, Alberta vocational centres, technical institutes and school boards;

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(b) a public agency as specified under the laws, regulations or departmental operating procedures of the Government of Alberta which has responsibilities for offering Non-Credit Further Education Courses to adults and may include, for example any recreation board, public health unit, agricultural extension office, or family and community support services offices;

(c) a private agency, institution or organization registered under the Societies Act of Alberta, the Cooperatives Act of Alberta or defined under the Department of Advanced Education Act or the Colleges Act, which offers Non-Credit Further Education Courses on a non-profit, non-sectarian, public service basis, and may include organizations such as the Young Men's Christian Association, Young Women's Christian Association, Rural Education and Development Association, Agricultural Societies, Allied Art Councils, Women's Institutes, and Independent Colleges in Alberta.

8. *Minister* means the Minister of Alberta Advanced Education.

9. *School Board* means a board of trustees as defined in The School Act.

10. *Local Further Education Councils*, the structure and functioning of which shall be approved by the Department of Advanced Education means councils comprising people in communities throughout the province who individually, or as representatives of institutions or organizations, hold responsibilities for offering further education courses to adults. Membership is open to such persons as:

(a) Further Education personnel from the nearest advanced educational institution(s);

(b) the School Superintendent;

(c) a member of the School Board or Board of Education of a County;

(d) the local representative of the Department of Recreation and Parks;

(e) the Recreation Director, or a member of a Recreation Board;

(f) the Medical Officer of Health or Public Health Nurse;

(g) the District Home Economist;

(h) the District Agriculturist;

(i) the Family and Community Support Services;

(j) the Municipal Librarian;

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(k) a local representative of the Alberta Educational Communications Corporation (ACCESS);

(l) representatives of non-profit, public service organizations which have as an educational purpose the provision of Non-Credit Further Education Courses to adults;

(m) the nearby Regional Representative of Alberta Culture;

(n) the Regional Representative for Alberta Consumer and Corporate Affairs;

(o) a regional E.C.S. Advisory Council representative;

(p) a Local Council on Aging representative; and

(q) citizens who recognize the worth of further education and are vitally interested in fostering such learning opportunities.

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